

## **Plan Commission Meeting Minutes**

**Monday, March 11, 2019 at 6:00 pm**

**Public Safety Building, Council Chambers, Second Floor, 321 S. Fourth Street, Stoughton, WI.**

**Members Present:** Mayor Tim Swadley, Chair; Todd Barman; Matt Bartlett, Vice-Chair; Greg Jensen; Phil Caravello; Tom Robinson; and Tom Selsor

**Members Absent:** None

**Staff:** Rodney Scheel, Director of Planning & Development and Michael Stacey, Zoning Administrator

**Press:** Alex Cramer

**Guests:** Jim Bricker; Ken Schuh and Emily Bahr.

1. **Call to order.** Mayor Swadley called the meeting to order at 6:00 pm.
2. **Consider approval of the Plan Commission meeting minutes of February 11, 2019.**  
Motion by **Jenson** to approve the minutes as presented, 2<sup>nd</sup> by **Bartlett**. Motion carried 7 – 0.
3. **Council Representative Report.** Bartlett stated the ordinance amendment for the keeping of chickens was approved and there are several second readings scheduled for tomorrow night's agenda.
4. **Staff Report - Status of Current Developments.**  
Scheel gave an overview of current developments as outlined in the packet of materials. There were no questions.
5. **Request by Mike Kohlbeck for approval of a building addition at Dairyland Electric, 340 Business Park Circle.**  
Scheel gave an overview of the request and noted the business park north committee recommends approval. Ken Schuh of Dairyland Electric explained the addition is for future growth including 7 offices on the upper level and 12 future offices in the lower level.  
  
Scheel gave an overview of the successful history of Dairyland Electric within the business park.  
  
Bartlett questioned who regulates the covenants for the business park. Scheel stated the business park north committee reviews any improvements to property in the park.  
  
Barman questioned the lack of a lighting plan. Stacey stated they plan to use the previously approved lighting plan since the lighting will still meet the needs of the site and the use is primarily during the day. Scheel showed the proposed parking expansion which is not much beyond the existing paving.  
  
Motion by **Jenson** to approve the resolution as presented, 2<sup>nd</sup> by **Bartlett**. Motion carried 7 – 0.
6. **Request by Forward Development Group to discuss a Comprehensive Plan Amendment and for approval of a public participation plan for Kettle Park West Phase 2.**  
Jim Bricker of JSD Professional Services gave an overview of the request.

Scheel explained the process to review changes to the comprehensive plan.

Selsor questioned the northern connection in and out of the development. Jim Bricker explained the Oak Opening to Deer Point connection is in discussion with the Town of Rutland and there is anticipated to be an intergovernmental agreement between the City and Town. Selsor questioned who is funding the project. Bricker stated that this will be coordinated with the WDOT project which includes the intersection at Roby and Hwy 51. Scheel stated the comprehensive plan would identify roadway, park, and uses but the details will need to be worked out after the comprehensive plan amendment.

Barman stated the fourth bullet in section 4 indicates there will be a public event for public comment and interaction but there is no mention of when the plan commission would review the outcome of those comments. Barman suggested adding the review of public comments to the fifth bullet.

Bartlett suggested 2 public events.

Jim Bricker stated they had planned to have the public event in the late afternoon to early evening to allow citizens ample time to provide comments. The plan is to provide 2 presentations during this timeframe. A notice will be provided in the paper and notices will be sent to all property owners within 300 feet of Kettle Park West.

Jenson questioned the planned method used to gather info. Bricker stated comment cards and they would take notes and provide a summary to the commission.

Selsor suggested a questionnaire after the public participation with key questions. Bricker stated they could provide general questions while trying not to influence the public.

Motion by **Jenson** to recommend the Common Council approve the public participation plan, while adding, "review of public comments from the public event" to bullet 5 of section 4, 2<sup>nd</sup> by **Barman**. Motion carried 7 – 0.

**7. Future agenda items.**

Keeping of bees and chickens ordinance amendments. Kettle Park West Phase 2.

**8. Adjournment.** Motion by **Jenson** to adjourn at 6:40 pm, 2<sup>nd</sup> by **Caravello**. Motion carried 7 – 0.

Respectfully Submitted,

*Michael P. Stacey*